

430.25**Revenue Receipt Policy**

Introduction This policy outlines the procedure that will be followed when cashier checks, money orders or checks are collected for the Bureau of Nutrition and Health Promotion programs to ensure the security of these items.

Procedure The WIC Program Planner will receive all cashier checks, money orders, or checks collected for the Bureau of Nutrition and Health Promotion programs. Upon receipt of the revenue the WIC Program Planner will follow the following steps:

Step	Action
1	Immediately endorse, with the IDPH endorsement stamp, all cashier checks, money orders and checks received immediately upon opening from the mail or received in person.
2	Record the WIC name and the account number on all cashier checks, money orders, and checks received. The WIC name and the account number shall be written in the bottom left hand corner of the check.
3	Document the receipt of revenue on the WIC revenue report and include any related support documents (example: department invoice, customer correspondence, etc.) including the amount received, date and employee signature.
4	Securely attach cashier checks, money orders, or checks to the related support document.
5	Physically deliver cashier checks, money orders, and checks and related support documents to the cashier's office within one working day after receipt.

Documentation The WIC Program Planner will document all revenue deposits on the WIC revenue report and reconcile the revenue report to the cashiers report. The Program Planner will sign and date the report.

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Discrepancies	The WIC Program Planner will investigate and correct any discrepancies reported by the department cashier between the WIC revenue report within one working day of the receipt of the returned documents. Corrections will be documented on the revenue record report with the employee's signature and date of correction. The corrected revenue record report and associated program revenue will be returned to the department cashier.
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Reconciliation	The validated program revenue report will be reconciled as returned by the department's cashier with program records to assure the program funds were deposited into the correct account number for the identified license/service.
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Security	All revenue will be safeguarded at all times by the WIC Program Planner until deposited with the IDPH cashier. The WIC Program Planner is absent, the Nutrition Education and Partnership Program Planner will receive all cashier checks, money orders, or checks collected for the Bureau of Nutrition and Health Promotion programs and will safeguard the revenue until the WIC Program Planner's return.
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